

## PLANNING AND DEVELOPMENT DEPARTMENT

It is important that the operational/environmental statement provides for a complete understanding of your proposal. Your operational/environmental statement must be typed or written in a legible manner on a separate sheet(s) of paper. **DO NOT SUBMIT THIS CHECKLIST AS YOUR STATEMENT.**

- 1.** Describe the nature of your proposal/operation (please be specific).
- 2.** What is the existing use of the property?
- 3.** What products will be produced by the operation? Will they be produced on-site or at some other location? Are these products to be sold on-site? (Retail or Wholesale)
- 4.** What are the proposed operational time limits?  
Months (if seasonal):  
Days per week:  
Hours (from \_\_\_\_\_ to \_\_\_\_\_)  
Total hours per day:
- 6.** Will there be any special activities, events, or displays?  
Frequency:  
Hours:  
Are these activities indoors or outdoors?
- 8.** How many employees will there be?  
Current:  
Future:  
Hours they work:  
Do any live on-site? If so, in what capacity (i.e., caretaker)?
- 9.** What equipment, materials, or supplies will be used and how will they be stored? If appropriate, provide pictures or brochures.
- 10.** Will there be any service and deliver vehicles?  
Number:                                  Size:  
Type:                                  Frequency:
- 13.** Will existing buildings be used or will new buildings be constructed? Indicate which building(s) or portion(s) will be utilized and describe the type of construction materials, height, color, etc. Provide floor plan and elevations, if appropriate.
- 14.** Will this operation or equipment used generate noise above existing parcels in the area?
- 15.** Will hazardous materials or waste be produced as part of this project? If so, how will they be shipped or disposed of?